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SAMUEL L. WILKINS  
DIRECTOR

**MEMORANDUM**

**TO:** Agency Heads and Human Resources Directors of All State Agencies, Departments, Institutions, and Commissions

**FROM:** Samuel L. Wilkins, Director

**SUBJECT:** State Employee Recognition Activities

**DATE:** April 1, 2004

We have now finalized plans for recognizing S.C. state employees during National Public Service Recognition Week, May 3-9, 2004.

? **Governor's Proclamation**

Attached to this e-mail is Governor Sanford's proclamation declaring May 5, 2004, State Employee Recognition Day in South Carolina. The Governor is requesting that you share the proclamation with each employee of your agency. You may duplicate the proclamation and distribute it to your employees or you may send your employees an e-mail and attach the document. Employees may also access the proclamation electronically from the Governor's web site at <http://www.scgovernor.com/interior.asp?SiteContentId=5&NavId=53&ParentId=0>

? **Discounts for State Employees**

The following state agencies will offer special discounts to all state employees on May 5th:

- \* The Department of Natural Resources (DNR) will offer a 15% discount on all of their gift items on May 5th. Employees may use the discount by visiting **DNR's gift shops** or by selecting items via **DNR's online catalog** at [www.scwildlife.com](http://www.scwildlife.com) and then placing a credit card order toll-free at 1-888-644-9453.
- \* The Department of Parks, Recreation and Tourism will offer a 10% discount on May 5th at **gift shops at The State House and The Governor's Mansion.**
- \* The **Cotton Mill Exchange at the S.C. State Museum** will offer a 10% discount to state employees on May 5th. Visit the Cotton Mill Exchange in person on May 5th or select items online at [www.museum.state.sc.us](http://www.museum.state.sc.us) and call (803) 898-4967 or (803) 898-4968 to place a credit card order.

? **Agency Recognition Activities for State Employees**

State agencies have been asked to plan at least one event during the week of May 3-9, preferably on May 5th, to recognize their employees. If you have not already done so, please send me a brief description of your planned activity by April 29th. We will develop a composite summary of the week's events to share with the Governor's Office and with the National Association of State Personnel Executives (NASPE). NASPE is promoting similar recognition activities for state employees in states across the nation.

? **Additional Resources**

You may review NASPE'S *Guide to State Employee Recognition Day* at <http://www.naspe.net/Employee%20Recognition/recognitionhomepage.htm>. You will also find additional links on this website to include Recognition Day activities, letters to employees, posters, and a sample Employee Recognition Packet.

Thank you for your extra efforts to express appreciation to your agency's employees and to the other dedicated men and women who devote their careers to serving the people of South Carolina.

Please feel free to call my office at (803) 737-0900 if you have questions or need additional information regarding this initiative.